



Natural
Resources
Conservation
Service

375 Jackson Street, Suite 600
St. Paul, MN 55101-1854
Phone: (651) 602-7900
Fax: (651) 602-7914

"Transmitted via E-mail"

April 23, 2004

MINNESOTA BULLETIN NO. 360-4-20

SUBJECT: PER – THRIFT SAVINGS PLAN (TSP) OPEN SEASON

Purpose: To inform employees of TSP Open Season

Expiration Date: June 30, 2004

Open Season for TSP is April 15, 2004, to June 30, 2004. TSP is an important benefit designed to help you save for your future. The TSP offers a choice of five investment funds and you can invest in any or all of the five TSP funds.

This TSP open season allows FERS employees the opportunity to contribute up to 14% of their basic pay and CSRS employees to contribute 9%. You can change your TSP contribution directly via the World Wide Web at www.employeeexpress.gov.

Employees can allocate their contributions among the five funds directly using the TSP web site, www.tsp.gov, the ThriftLine (504) 255-8777, or by submitting Form TSP-U-50, Investment Allocation directly to TSP. Employees are encouraged to use the TSP web site or ThriftLine to allocate their funds. In order to access your account via the web or ThriftLine you will need your pin number and social security number. If you have misplaced your pin number, you may obtain a new one by visiting the TSP web site www.tsp.gov/account/index.html. If you are new to TSP and you have never made a contribution allocation, all contributions to your account will be invested in the G Fund until you make an allocation. To redistribute money already in your account, you must make an interfund transfer.

You should read the *Guide to TSP Investments* dated August 2003, so that you can make informed decisions. You may obtain a copy of the Guide to TSP Investments via the TSP web site. If you have any questions regarding the TSP, please contact Gloria Larson at (651) 602-7902.

WILLIAM HUNT
State Conservationist

DIST: AE